

9 MAY 1977

INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - APRIL 1977

The Information Systems Security Group completed seventy-one cases during the month of April 1977.

Statistically, the cases break down as follows:

Management	19
Information Systems Security	36
Top Secret Control	<u>16</u>
TOTAL	71

2 May 1977

MEMORANDUM FOR: Policy and Plans Group

ATTENTION :

FROM :

Acting Chief, Information Review Group

SUBJECT : Status Report.

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During the month of April, the Information Review Group received 242 Privacy Act cases and closed 145. Pending at the end of the month was 205. During the same period, we received 19 Freedom of Information Act cases and closed 14. Pending FOIA at the end of the month was 33.

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3 May 1977

MEMORANDUM FOR: Acting Deputy Director of Security (P&M)

FROM:

  
Chief, Security Records Division

STATINTL

SUBJECT: SRD Productivity Data

Attached is a copy of the SRD Statistical Report.-  
FY 1977, covering the period through April 1977.

STATINTL

Att

cc: AC/PPG

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11 May 1977


MONTHLY HIGHLIGHTS REPORT  
Special Security Center  
April 1977

1. The Compartmented Information Branch (CIB) during April deleted [REDACTED] from the SPECLE Computer and added [REDACTED] bringing the total number [REDACTED] in SPECLE II to [REDACTED] on record at the end of April 1977. There were 1,901 cable actions conducted by CIB personnel. Twenty-eight hardcopy computer reports and six microfiche were supplied to various Intelligence Community customers during April.

2. Four Hundred Six briefings were given to 172 CIA employees. In addition 143 briefings were presented to 91 non-CIA personnel, as follows:

<u>U. S. Government Agencies</u>	<u>People</u>	<u>Briefings</u>
SSCI	4	12
Justice	19	45
OMB	2	16
IC	3	16
DEA	3	5
EPA	1	2
NOAA	3	5
CEA	1	3
NRC	5	8
FBI	6	18
USDA	4	8
FAA	1	1
WH	13	39
NSC	3	7
DOT	2	4
OTP	2	2
FCC	2	2
USIA	1	3
OSTP	2	10
COMMERCE	2	4

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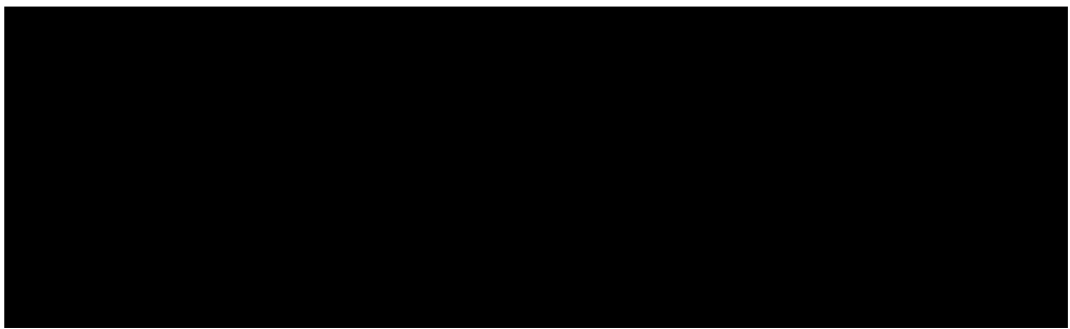
	<u>Contractors - April.</u>	<u>People</u>	<u>Briefings</u>
STATINTL		1	2
		1	2
		6	18
		1	3
		1	3
		1	3
		1	2

3. Thirty-four (34) Agency personnel were accredited as Emergency Codeword Couriers.

4. During April actions affecting the SCI accreditation of the following organizations were processed:

a. CIA

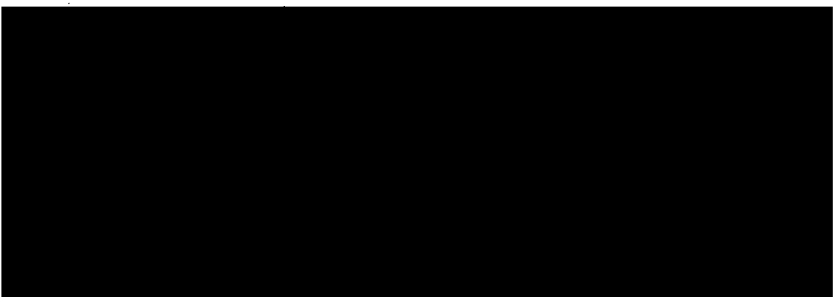
STATINTL



IC Staff  
Room 606 COC Building  
Central Cover Staff, DDO

b. CIA Contractors

STATINTL



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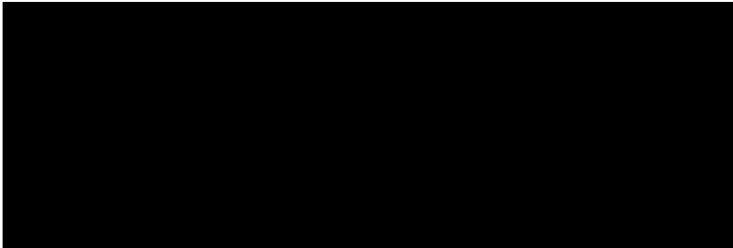
Administrative—Eyes Only

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A&TD MONTHLY REPORT

As of 30 April 1977

I. Status of Positions and Personnel: (projected to 30 September 1977)

		<u>POSITIONS</u>		<u>PERSONNEL</u>	
		<u>Current</u>	<u>Projected</u>	<u>Current</u>	<u>Projected</u>
Professional	STATINTL				
Clerical					
TOTAL					
II. Non-ceiling Personnel:					

	<u>PERSONNEL</u>	
One-Year Full-Time		STATINTL
Part-time (contract and appointed)		
Confidential Correspondents		
Contract Stenographers		

III. Recap for period 1 - 30 April 1977:

EOD's: Professional - 0  
Clerical - 4

TOTAL 4

SEPARATIONS: Professional - 1  
Clerical - 8

TOTAL 9

IV. Projected professional headroom (through 30 September 1977)\*\*

GS	<u>15</u>	<u>14</u>	<u>13</u>	<u>12</u>	<u>11</u>	<u>10</u>	<u>09</u>	<u>08</u>	<u>07</u>
	0	5	15	27	32	10	15	-2	-12

\*Includes 4 non-professionals serving in professional positions and 19 new EOD's

\*\* Does not reflect recommended promotions to GS-14 and GS-13

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**STATINTL**

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VI. Training Activities

	<u>April 1977</u>	<u>YTD</u>
EOD Briefings	5	16
Miscellaneous Briefings	2	5
External Training Enrollments by OS Personnel	4	22
Enrollments in OS Training Courses	14	78
Enrollments in Agency Training Courses by OS Personnel	20	155

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Monthly Activities of the PSI Directorate  
(April 1977)

Clearance Division Activity

Total Cases Received	2040
Total Field Cases Received	793
Total Cases Processed	1824
Total Field Cases Processed	738
Total Cases Pending	2948
Total Field Cases Pending	1586

Field Office Investigative Assignments

Total Received	1337
Total Completed	1319
Total Pending	1825

Security Support Division

Operational Support

Total Headquarters and  
Field Office Manhours

2385

External Activity

Briefings, Correspondence,  
Functional Guidance and Outside  
Activity Total Actions

891

Polygraph

Overt 270 (122 - fav.; 148 - note)

Covert 10

RIP 80

Total

360

STATUS OF FIELD ASSIGNMENTS		TOTAL								
PENDING BOM	ALL	1807	167	165	-	359	109	186	303	518
	APPLICANT	363	31	38	-	21	35	46	25	167
RECEIVED	ALL	1337	104	128	-	200	107	184	162	452
	APPLICANT	347	30	37	-	17	42	67	25	129
COMPLETED	ALL	1319	129	143	-	216	95	161	162	413
	APPLICANT	396	49	45	-	24	42	51	38	147
PENDING EOM	ALL	1825	142	150	-	343	121	209	303	557
	APPLICANT	314	12	30	-	14	35	62	12	149

AGE OF ASSIGNMENTS

PENDING 60 DAYS OR MORE	APPLICANTS	19	-	1	-	-	3	2	-	13
	COVERT AND OTHER OVERT	362	52	5	-	79	11	32	97	86
AVERAGE NO. OF DAYS TO COMPLETE	APPLICANTS	28.0	21	25	-	26	22	43	22	35
	COVERT AND OTHER OVERT	48.3	65	34	-	49	32	52	56	50
PENDING OFFICE OF ORIGIN CASES	TOTAL OVERT AND COVERT	-	-	-	-	-	-	-	-	-
	PENDING 60 DAYS OR MORE	-	-	-	-	-	-	-	-	-

PERSONNEL Agents Assigned

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AGENTS AVAILABLE	INVESTIGATIONS	
	SUPPORT	
	LIAISON	
	TOTAL	
CORRESPONDENT ASSIGNMENTS	COMPLETED	
	PENDING EOM	

AGENT PRODUCTION

COMPLETED PER AGENT (Based on agents available for investigation)	INCLUDING COMPLETIONS BY CORRESPONDENTS	15.7	17.8	10.9	-	18.5	12.8	10.7	19.8	19.4
	EXCLUDING COMPLETIONS BY CORRESPONDENTS	14.0	16.7	10.9	-	17.1	11.6	9.9	15.4	15.1
PENDING PER AGENT (Based on average agents on support in previous year)	INCLUDING PENDING BY CORRESPONDENTS	22.0	19.5	11.5	-	29.3	16.4	13.9	37.0	26.1
	EXCLUDING PENDING BY CORRESPONDENTS	20.0	18.0	10.0	-	27.0	15.7	12.1	34.6	19.6

OPERATIONAL SUPPORT MANHOURS	TOTAL									AGENT EQUIV.
A. COVERT SITES	78	-	-	-	-	36	-	42	-	
B. COVER SUPPORT	47	6	-	-	-	-	20	-	21	
C. CUSTODIAL	-	-	-	-	-	-	-	-	-	
D. ESCORT	49	-	-	-	4	-	-	-	45	
E. LETTER DROPS	107	90	150	-	130	205	278	71	433	
F. SPECIAL INQUIRY	35	-	-	-	3	5	-	-	27	
G. SPECIAL PROJECTS	18	-	-	-	-	-	-	-	18	
H. SURVEILLANCES	137	-	-	-	-	-	-	-	137	
I. MISCELLANEOUS	664	35	32	-	132	76	91	44	254	
TOTAL	2385	131	182	-	269	322	389	157	935	
AGENT EQUIVALENT (200 hrs = 1 Agt; DFO-250)	12.0	.7	.9	-	1.3	1.6	2.0	.8	4.7	X
PENDING LETTER DROPS Support Assgmts Closed	128	8	3	-	15	21	15	5	61	

25X1A STATUS

PENDING BOM	2181	-	48	-	-	-	-	10	2123	X
RECEIVED	7938	-	178	-	-	-	-	17	7743	
COMPLETED	7847	-	185	-	-	-	-	13	7649	
PENDING EOM	2272	-	41	-	-	-	-	14	2217	

CONTRACT PERSONNEL

NUMBER UNDER CONTRACT	CORRESP.	1	2	-	6	2	2	12	16	X
	STENO.	1	2	-	2	7	4	3	6	
COMPENSATION PAID	CORRESP.	775	-	-	2175	1000	1250	2725	8850	
	STENO.	159	625.50	-	217.55	572.75	132.55	572.70	1,502.10	

DICTATION AND TYPING BACKLOG AS OF  
 (Cases closed 90 days or more)

NOT DICTATED	1017	207	20	-	73	84	234	68	331	X
DICTATED BUT NOT TYPED	2174	10	75	-	239	194	138	592	926	

# OPERATIONAL SUPPORT DIVISION ACTIVITY

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TYPE OF ACTIVITY	FIELD MAN-HOURS			
FIELD SITES	41	3	0	44
SUPPORT	94	8	3	99
FIELD	1	0	0	1
FIELD	1	1	1	1
FIELD INQUIRY	7	14	13	8
FIELD PROJECTS	5	0	0	5
FIELD ILLANCES	4	2	3	3
SUPPORT	-	-	-	-
FIELD LANEOUS	23	27	28	22
TOTAL	176	55	48	183
FIELD DROPS				
FIELD ADDRESSES	534	43	19	567
FIELD BOXES	1077	21	19	1079
SUPPORT	1787	119	86	1829

## BREAKDOWN OF 90 DAY OLD CASES

REASON FOR DELINQUENCY	TYPE CASE		TOTAL
	COVERT	STAFF	
CHECKS RESUBMITTED OR DELINQUENT			
CHECKS PENDING			
FIELD INVESTIGATION PENDING			
CHECKS AND FIELD INVESTIGATIONS PENDING			
VARIOUS STATES OF BEING CLOSED AT DESKS			
PENDING OVERSEAS LEADS			
FIELD LEADS ASSIGNED WITHIN LAST 60 DAYS			
FIELD LANEOUS (In absence pending action outside division)			
TOTALS			
FIELD 90 DAY OLD CASES			

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*(When Filled In)*

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**OFFICE OF SECURITY**

**TIME FACTORS IN PROCESSING OVERT & SEMI-COVERT CASES**

Month of APRIL 19 77

1. PROCESSING TIME (For* <u>162</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel (Average number of days):	DAYS In INVESTIGATION	Days in Research and Appraisal		TOTAL DAYS
		SRD	PSD	
	46.2	4.4	13.8	62.0

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	
b. 31 to 60 days	
c. 61 to 90 days	
d. 91 to 120 days	
e. 121 to 150 days	
f. over 150 days	

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	Total	

\*This figure does not include \_\_\_\_\_ cases where clearances were granted without FURTHER, OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of \_\_\_\_\_ CASES.

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	Monthly	Cumulative Total FY-77
Accident Investigations	2	6
Accident Reports Processed	37	404
Analytical and Statistical Reports Prepared	0	8
Training Given		
Formal Full-time Programs	1	5
Number of Students	9	73
Student Man-days	45	308
Briefing Sessions		
Number of Sessions	1	53
Number of Attendees	28	1,379
Student Man-hours	28	2,253
Special Programs	0	2
Number of Attendees	0	2,690
Safety Literature Distributed	2,500	26,106
Fire Alarm Tests Conducted	0	0
Support Actions	13	184
Fire Drills	0	2

5. Physical Security Division Travel

Man-days on Overseas TDY	23	582
Man-days on Domestic TDY	23	190
Total Man-days on TDY	46	772

6. Physical Security Division Training

Man-hours Receiving Training	231	2,212
Man-hours Conducting Training	144	890

PhySD Monthly Report APRIL 1977 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
Accident Investigations	<u>2</u>	<u>6</u>
Accident Reports Processed	<u>37</u>	<u>404</u>
Analytical and Statistical Reports Prepared	<u>0</u>	<u>8</u>
Training Given		
Formal Full-time Programs	<u>1</u>	<u>5</u>
Number of Students	<u>9</u>	<u>73</u>
Student Man-days	<u>45</u>	<u>308</u>
Briefing Sessions		
Number of Sessions	<u>1</u>	<u>53</u>
Number of Attendees	<u>28</u>	<u>1,379</u>
Student Man-hours	<u>28</u>	<u>2,253</u>
Special Programs	<u>0</u>	<u>2</u>
Number of Attendees	<u>0</u>	<u>2,690</u>
Safety Literature Distributed	<u>2,500</u>	<u>26,106</u>
Fire Alarm Tests Conducted	<u>0</u>	<u>0</u>
Support Actions	<u>13</u>	<u>184</u>
Fire Drills	<u>0</u>	<u>2</u>

5. Physical Security Division Travel

Man-days on Overseas TDY	<u>23</u>	<u>582</u>
Man-days on Domestic TDY	<u>23</u>	<u>190</u>
Total Man-days on TDY	<u>46</u>	<u>772</u>

6. Physical Security Division Training

Man-hours Receiving Training	<u>231</u>	<u>2,212</u>
Man-hours Conducting Training	<u>144</u>	<u>890</u>

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	<u>Monthly</u>	<u>Cumulative Total FY-77</u>
6. <u>TECHNICAL SECURITY DIVISION TRAVEL</u>		
Man Days on Overseas TDY	<u>87</u>	<u>807</u>
Man Days on Domestic TDY	<u>72</u>	<u>141</u>
Total Man Days on TDY	<u>159</u>	<u>948</u>
7. <u>TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man Days in Internal Training	<u>2</u>	<u>226</u>
Man Days in External Training	<u>0</u>	<u>0</u>
8. <u>GENERAL ADMINISTRATION AND SUPPORT ACTIVITIES</u>		
Man Hours Processing for TDY	<u>22</u>	<u>206</u>
Man Hours Providing Logistical Support	<u>561</u>	<u>3075</u>

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Monthly Report of  
Trends and Highlights for April 1977

FROM:

Policy & Plans Group  
4E70 HQ

EXTENSION

5311

NO.

DATE

26 MAY 1977

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/PPG

5/26/77

SB

2.

DD/P&M

26 MAY 1977

26 MAY 1977

K

3.

DD/S

26 MAY 1977

1 Jun '77

SS

4.

D/S

1 JUN 1977

1 JUN 1977

W

5.

DC/SRD

6/2/77

6/2/77

W

6.

C/SRD

6 June 77

R

7.

C/IRG

6 June 77

ED

8.

C/ISSG

6 June 77

W

9.

C/SSC

6/8/77

A

10.

C/CIB

7/8/77

W

11.

C/A&TD

10 JUN 1977

W

12.

C/PB

6/13/77

W

13.

14.

C/PPG

15.

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### ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Security Monthly Report of  
ights for April 1977

Deputy Director of Security (P&M) 5861  
DATE 26 MAY 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DD/PTOS

31 MAY 1977

2.

C/OPS/PTOS

31 May

P

3.

DC/PhySD

4.

C/PhySD

31 MAY 1977

1 JUN 1977

[Signature]

5.

DC/TSD

TS

6.

C/TSD

2 June

RT

7.

8.

C/PPG

9.

10.

11.

12.

13.

14.

15.

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FORM 3-62

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Report of  
ights for April 1977

FROM

EXTENSION

NO.

Deputy Director Security (P&M)

5861

DATE

26 MAY 1977

TO: (Officer, designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

DD/PSI

5/26/77

27

2.

DC/CD

5/31/77

A

3.

C/CO

5/31/77

A

DC/SSD

6/1 (K)

4.

C/SSD

6/1/77

RDY

FOC/PSI

6/6/77

gmur

5.

6.

C/PPG

7.

8.

9.

10.

11.

12.

13.

14.

15.

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